

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|---|-------------|---|------------------|---|-----------------|--|--------------------------------|
| PREPARE IN DUPLICATE | | | | | | DDS/OP/BS | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | |
| PASSPORT LIST | | | | | | <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | <input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL | | <input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE | | ADMIN. GENERAL OTHER (specify) | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | 6. DISTRIBUTION (No. of components not number of copies) | | | |
| 5 | | Weekly | | 2 | | | |
| 7. FORMAT (memorandum, form computer print-out, etc.) | | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | | |
| List | | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | UNKNOWN | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| CPB | | | | NONE | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| GS-05 | \$3.78 | | 1.70 | | \$6.43 | | 52 |
| GS-09 | 5.54 | | .30 | | 1.66 | | 52 |
| | | | | | | 86.32 \$420.68 | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| N. A. | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$420.68 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | |
| This is an essential administrative tool. It serves to keep two other Government offices aware of the status of our immediate needs. Origin unknown. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | <input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS STAT | |
| 16. DATE OF INVENTORY | | Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150018-2 | | | | | |
| 8 October 1970 | | | | | | | |